
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
2376	Asset Management (Protégé) Security Maintenance Form Procedures	Revision Date: 04/18/2017
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1. Introduction

The Asset Management application (formerly known as Protégé) is a statewide, web-based asset management system that contains property inventory information for state agencies and universities, including basic information on vehicles and surplus property. Detailed vehicle information for state agencies is also maintained in the system in compliance with Fleet Management legislation. The State owns an enterprise license for the Asset Management application which allows for unlimited users statewide.

Two separate agencies have responsibilities related to some or all of the property information in Asset Management. The Office of the State Auditor (OSA), Property Audit Division, is responsible for maintaining a master inventory of property for all state agencies and universities. Additionally, the Department of Finance and Administration (DFA), Office of Purchasing, Travel, and Fleet Management (OPTFM) is responsible for managing the detailed information related to statewide fleet management.

Security for the Asset Management application is maintained by the Mississippi Management and Reporting System (MMRS), an office of DFA.

2. Scope

This document gives an overview of Asset Management security and provides instructions for completing *#2375 Asset Management Security Maintenance Form*. The Auditor's Office keeps a record of the designated Property Officer for each agency or university. These Property Officers are the Asset Management primary security contacts for their agency and are the individuals authorized to sign and submit this security form. Another person can be designated as a secondary contact, in case the primary contact is unavailable.

3. Asset Management Security Overview

Access to the Asset Management application is based on the user's assigned profile and the defined scope of access for that profile. There are several user profiles defined for state agencies, including special profiles for the control agencies. The scope of access allowed under each profile is explained on the *#2375 Asset Management Security Maintenance Form*.

4. Asset Management Security Administration

The MMRS Chief Systems Information Officer (CSIO), or designee, serves as the Asset Management Security Administrator. The Security Administrator handles all Asset Management security. Copies of all security requests are kept on file at MMRS.

All Asset Management user security requests must be submitted on the proper form and approved by the MMRS CSIO, or designee, before any action will be taken to process the request.

The Asset Management Security Maintenance Form should be sent via e-mail to MASH@dfa.ms.gov or faxed to (601) 359-6551 or mailed/handmailed to:

MMRS Chief Systems Information Officer
Department of Finance and Administration
Robert Clark Building
301 North Lamar Street, Suite 400
Jackson, MS 39201

When security is set up for a new Asset Management user, an email containing the User Id is sent via the MASH Helpdesk. A separate email containing the User Password is delivered the following day. The agency's Asset Management security contact may call the MMRS Call Center to have the password reset for users in their agency.

5. Instructions for Completing #2375 Asset Management Security Maintenance Form

Complete one form per user. Each blank on the form will be identified as REQUIRED or OPTIONAL, depending on the need for the information.

Maintenance Action	Required	Check one of the following – “Add User”, “Update User”, or “Delete User”. Only one action can be requested per form. If a user's access is to be deleted, provide the effective date of the deletion in the space provided. If no date is given, the deletion request will be processed upon receipt.
User's Name	Required	User's name –first and last name
Phone	Required	User's work telephone number, including area code
Fax	Optional	User's fax number, including area code
E-mail	Required	User's work e-mail address
Agency Name	Required	User's agency name
OSA Agency Number(s)	Required	Agency number(s) assigned by the Auditor's Office
Assigned Asset Management User Id	Required	Required only If requesting an update or deletion for an existing Asset Management user

Enter the appropriate Asset Management Security Profile	Required	Indicate the level of access for this user by entering the Asset Management Security Profile. (See #2377 Asset Management Security Profile Groups for a description of each profile).
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Authorized Agency Property Officer		
Name	Required	Printed name of the Authorized Agency Property Officer
Phone	Required	Area Code and work telephone number for the Agency Property Officer
Signature	Required	Agency Property Officer's signature
E-mail	Required	Agency Property Officer's work e-mail address
Date	Required	Date the form was signed by the Agency Property Officer

For MMRS Use Only	Completed by MMRS staff to record the date the form is processed.
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